



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date February 25, 1974		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed FEB 27 1974 74-71MAR -8 1974	
2. Agency Application No. 133					
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Hunter St., SW Atlanta, Georgia 30334			4. Person to Contact Dr. James Andrews		
			5. Working Title State Veterinarian		6. Tel. No. 656-3667
7. ACTION REQUESTED TO AMEND DISPOSITION STANDARD #395, Dec. 4, 1972 <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE. NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1965 to Date		9. Exact Series Title CERTIFIED AND/OR ACCREDITED CATTLE HERDS FILES			
10. What is the function of the office in which this record series is created? The Section administers Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for tuberculosis and brucellosis in cattle, and brucellosis in swine; receives affidavit from Herd Owners requesting certification, registration or validation thru owner's Veterinarian, evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification; re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to certifying and/or to accreditation of cattle herds. Included are: TB Test Charts - ANH-6-22 Brucellosis Test Charts - ANH-4-33 Calfhood Vaccination Chart - ADE-4-24 Correspondence Certification (no number) Accreditation (no number) Validation (no number) Affadavit (no number)					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		7	10.5	1/2	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				6	
				This Year's	Last Year's
				Preceding Year's	All Prior Years
				3	1
				AVERAGE DAILY REFERENCE	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?
Files necessary until owner goes out of business | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER See Below, then:

- ☐ Hold in the current files area month(s)/ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

When herd is no longer certified and/or accredited, withdraw folder from the files and place in the CATTLE HERD LABORATORY TEST FILES; then, handle by this Disposition Standard No. 394, Dec. 4, 1972

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>EDS</u>		Date <u>2-25-74</u>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee		<u>Ellis D. Sikes</u>	<u>2-25-74</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	State Auditor/Designee			
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Secretary of State/Designee			
STATE RECORDS COMMITTEE	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<u>William M. Dyer</u>	<u>3-5-74</u>
	Attorney General/Designee			
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
			<u>Carroll Hart</u>	<u>3-4-74</u>